

Name _____ Index No. _____ / _____

1920/202A
COMPUTER APPLICATIONS II (THEORY)
Paper 1
November 2014
Time: 1 hour

Signature _____

Date _____



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE II

COMPUTER APPLICATIONS II (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

*Write your **name** and **index number** in the spaces provided above.*

***Sign** and write the **date of examination** in the spaces provided above.*

*This paper consists of **ten** questions.*

*Answer **ALL** the questions in the spaces provided in this question paper.*

Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	8	9	10	Total Score
Candidate's Score											

This paper consists of 8 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

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Turn over

1. (a) Outline the process of setting the size of the drawing paper in a CAD program. (3 marks)

- (b) Figure 2 is the outcome of Figure 1 transformed in a CAD program. State two commands that could have been used to produce figure 2. (1 mark)



Figure 1



Figure 2

2. Distinguish between *bleed* and *slug* as used in Desktop Publishing program. (4 marks)

3. Outline the steps that one would follow when inserting a text in a text box when working in a desktop program. (4 marks)

4. Star4 is a company involved in the importation, marketing, and distribution of computer hardware devices and its management has opted to use computerised accounting program to record its transactions. Explain two benefits that the company would gain by this approach. (4 marks)

5. Planet Hub is an IT company dealing with networking and data security. The company strictly follows the rules on accounting. Explain the use of their financial reports to each of the following entities.

(a) Government; (2 marks)

(b) Lenders. (2 marks)

6. With the aid of diagram, outline the layout of a *typical journal* used in accounting. (4 marks)

7. (a) Figure 3 shows a text inserted in a textbox in a Desktop Publishing program. Outline the function of the parts labelled (i) and (ii). (2 marks)

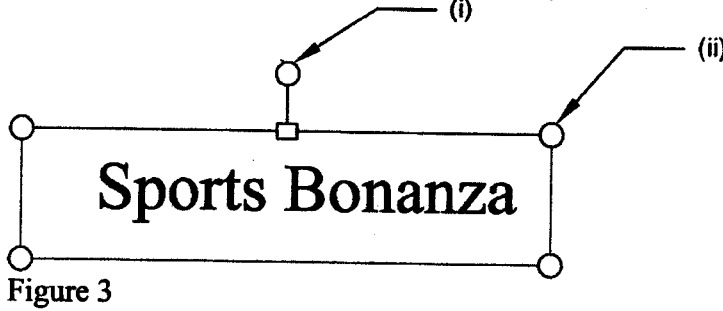


Figure 3

- (b) Figure 4 show a tool bar in a Desktop Publishing program. Name the parts labelled (i) (ii), (iii) and (iv). (2 marks)

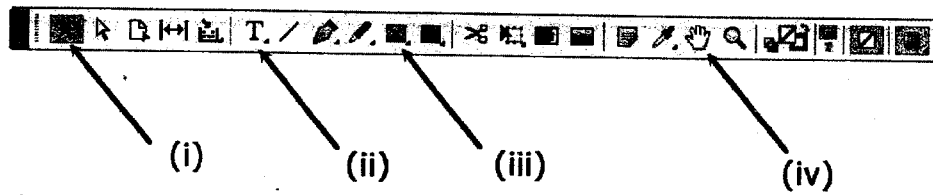


Figure 4

8. (a) Outline the function of each of the following CAD commands:
 (i) Trim; (1 mark)

(ii) Rectangular array.

(1 mark)

(b) State four commands that could be used to draw a line in a CAD program. (2 marks)

9. Explain the function of each of the following Zoom options in CAD command:

(a) Zoom Extents;

(2 marks)

(b) Zoom Window.

(2 marks)

10. Figure 5 show an isometric view of a block diagram. Draw the *top view* and the *front view* using the first-angle projection taking the direction labelled A as the front. (4 marks)

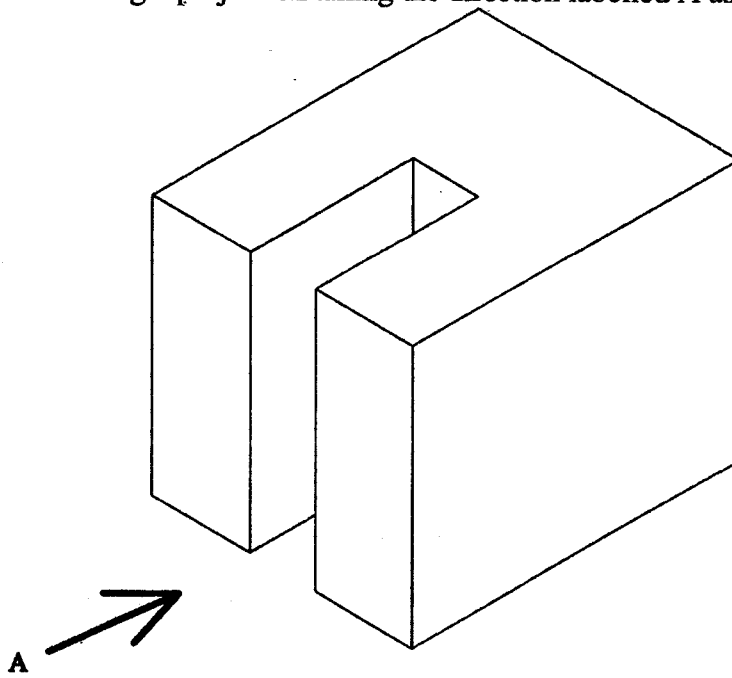


Figure 5
